Medicaid Eligibility Management Handbook Help Text

General Overview
This version of the Medicaid Eligibility Management Handbook is a pdf (Portable Document Format) based handbook. It is on the web at http://www.dhfs.state.wi.us/em/ma_handbook/index.htm

Each chapter of the handbook is a separate pdf document. A pdf document is a format developed by the Adobe Corporation that allows documents to easily be posted to the internet, shared via email, or printed without any loss of formatting. Adobe Acrobat Reader is required to use the Medicaid Eligibility Management Handbook. When you click on a link that leads to a pdf document, Adobe Acrobat automatically opens up to display the document.

The home page for the handbook shows links to the different sections of the handbook. Nothing was changed when the handbook was converted to pdf documents in July of 2003. The 03-02 version of the handbook was converted. The 03-03 release to the handbook makes the paper Medicaid Eligibility Management Handbook obsolete. After the 03-02 release, no more paper releases will be made.

Blue Sheets
The Blue Sheets are handbook release covers that contain the release effective dates and policy changes. They were printed on blue paper for the paper handbook and are still referred to as "Blue Sheets" even though they appear on white background in the pdf version.

The link to the Blue Sheets from the handbook homepage will show all Blue Sheets since the 02-01 release. Click on a specific Blue Sheet to see what policy changed for that release.

Table of Contents and Introduction
The table of contents shows the general organization of the Medicaid Eligibility Management Handbook, including its main sections and subsections. It does not show the individual chapters of the logic flow or appendix. A brief introduction to the handbook is included.

Logic Flow
Clicking on this link opens up a different web page that shows all of the logic flow subsections and chapters of the logic flow. Each link opens up a different logic flow chapter.

Medicaid Eligibility Management Handbook

Chapter List in Portable Document Format (PDF)

Abode Acrobat Reader required for this handbook.
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Appendix
Clicking on this link opens up a different web page that shows all of the appendix chapters. The first link, the Appendix Table of Contents, shows detailed level information for each appendix chapter. It lists the name and number of each subsection in each appendix chapter. This used to be the pink pages in the paper handbook.

The subsequent links open up the specific appendix chapters in pdf format.

Medicaid Eligibility Management Handbook Appendix

Appendix List in Portable Document Format (PDF)

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Appendix

Appendix Table of Contents
Appendix 1 — Residence
Appendix 2 — Citizens and Aliens

Worksheets
Clicking on this link opens up a different web page that shows links to the worksheets that are found in the handbook.

Medicaid Forms
Clicking on this link opens up a different web page that shows all of the Medicaid Forms. It is found at
http://www.dhfs.state.wi.us/em/formslist.htm
All DHFS forms that pertain to Medicaid are found here.

Medicaid Eligibility Management Handbook Worksheets

Worksheet List in Portable Document Format (PDF)

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Worksheets

Worksheet Table of Contents
WKST 01 — Medicaid Non-Financial
WKST 02 — Dependent Care
WKST 03 — Medicaid Deductible
WKST 04 — Medicaid Institution Determination

Eligibility Management

Medicaid Forms

Applications | Forms | Related Programs | Translations

Applications

- Medicaid, BadgerCare and Family Planning Waiver Registration, HCF 10129 (Replaces DES-11605) — PDF (8 KB)
- Wisconsin Family Medicaid, BadgerCare, and Family Planning Waiver Application, HCF 10100 (Replaces DES-12277) — (English, Hmong, Russian, Spanish)
  - Instructions, HCF 10100A (Replaces DES-12277) — (English, Hmong, Russian, Spanish)
  - Medicaid Authorization of Representative, HCF 10126 — PDF (7 KB)
- Wisconsin Medicaid Elderly/Blind/Disabled Application and Review, HCF 10101 (Replaces DES-2034) — (English, Hmong, Russian, Spanish)
  - Instructions, HCF 10101A (Replaces DES-2034) — (English, Hmong, Russian, Spanish)

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Forms

- Approval Decision Notice QMB/SLMB/SLMB+,HCF 10106 (Replaces DES-2362) — PDF (78 KB)
- Authorization to Disclose Information to Disability Determination Bureau (DDB) form, HCF 14014 — PDF (168 KB)
- Change Report, HCF 16006 (Replaces DES-2001) — PDF (15KB)
- Community Spouse Asset Share Notice, HCF 10096 (Replaces DES-2228) — PDF (6 KB)
- Confidential Information Release Authorization, HFS 0009 — DHFS Word Document
- EDS-NET Medicaid Multi User, HCF 10132 (Replaces DES-11704) — PDF (15 KB)
- Financial Aids Coordinating Report, HCF 16021 (Replaces DES-2032) — PDF (9 KB)

Abbreviations
Clicking on this link opens up a pdf document that lists and defines abbreviations used in the handbook.

Adobe Acrobat Basics for the Medicaid Management Online Handbook

These instructions are for version 5.0 of Acrobat. To download that version, go to
http://www.adobe.com/products/acrobat/readstep2.html

Moving around: 1) The <u>hand icon</u> lets you scroll around a page or pages by left clicking, holding, and moving the mouse. When you open a PDF document, the hand is chosen by default. To scroll from page to page with the hand, make sure the <u>continuous scrolling icon</u> is selected. This appears at the bottom of the screen. Look at where the arrow is pointing in this screen shot. The continuous scrolling icon in the middle is a lighter shade, meaning it is selected. Hold your cursor over icons to see what they're called. Select this if it isn't already selected.
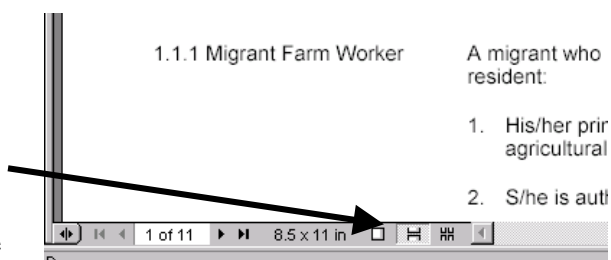
2) You can also move around by selecting the scroll bar that's always on the right side of the screen.
3) You can click in the pages field in the bottom left of the screen and enter a specific page number. Hit enter to go to that page number.
4) Click on the arrows surrounding the page numbers field to advance one page forward, one page backwards, or to go to the beginning or end of the document.
5) Finally, as with other Windows applications, you can hold the Control and Home keys down together to go to the beginning of the document or hold the Control and End keys down together to go to the end of the document.

Where am I?

Page numbering isn't as important in the Medicaid Management Eligibility Handbook as in other documents. Each page has a header at the top which gives:
1. The most recent release and effective dates that the page was modified. 10/07-01-01 means that the page was updated with a release date of 10/01/01 and the effective date was 07-01-01.
2. The most recent release number the page was modified. 01-05 means that this page was last updated in the 5th release of 2001.
3. The name of the Handbook
4. The Section of the Handbook
5. The specific chapter name
6. The page number of that chapter

Printing

Acrobat allows you to print all or part of a PDF document. To print, go to File>Print and choose either to print the whole document (Watch out! This is the default setting), the current page (the page you last clicked on), or a range of pages. To print a range, you must know the beginning and ending page numbers. **There is no way to print the entire handbook without opening each chapter individually and printing them in order.**
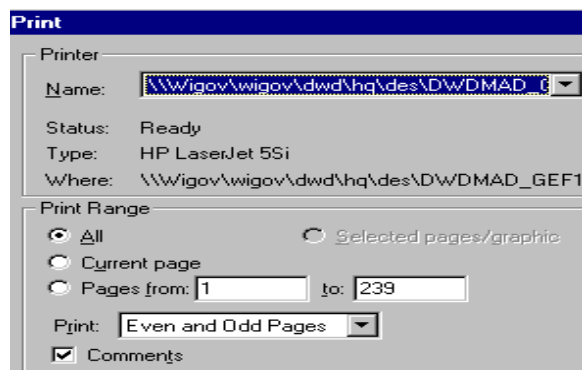
Searching

Click on the <u>binoculars icon</u> in Acrobat (the *find* function) on the toolbar at the top and enter a word. Click Find and enter the word(s) you want to find. This will find the first instance of the word (if any). Click on the <u>binoculars icon with the arrow</u> (the *find again* function) to find the next instance of this word. This method allows you to find a word in the order it's found in the handbook, starting with the logic flow.

To start the search from a particular place in the document (like somewhere in the middle), go to the page where you want to start, click on the page, and repeat the process above. You will now start the search from the page where you clicked instead of from the beginning of the document. Once you've searched to the end of the document, Acrobat will then ask if you want to start from the beginning of the document until you've searched the entire document for your search criteria.

Searching Tips and Tricks

There are two ways to search the handbook. For best results, you should use both methods. First, there is a search engine available from the handbook homepage.

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Chapter List in Portable Document Format (PDF)

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1. Click on the word "Search" to see the search engine. It looks like this:

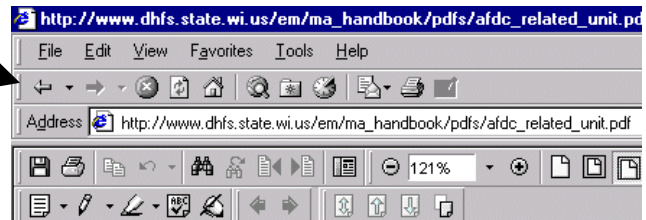**Search the Medicaid Eligibility Management Handbook**

Use the form below to search the Medicaid Eligibility Management Handbook by typing in specific words or combinations of words. The text search engine will display a weighted list of matching documents, with better matches shown first.

Search:

seek

An alternative way to search is to open a specific chapter of the MA Handbook and use Adobe Acrobat's "Find" function (the binoculars icon)

2. Enter your search criteria in the field and click on "seek." You will see your results in the next page.
3. The results page shows the pdf documents that contain your search criteria. If you search for a common term, you will have many "hits" or results for your search criteria.
4. Each hit is a link that will take you to a specific pdf document in the handbook.
5. Click on the pdf chapter that you think might contain your search criteria.
6. While in the pdf document, use the binoculars icon search method mentioned in the pdf searching instructions above. Use the same search criteria you used to get to this document.
7. This will show you every instance of that search criteria within this document.
8. If you realize you're in the wrong chapter, click on the back button in the toolbar at the top left to go back to the seach hits and click on a different pdf chapter. Repeat the process from step 5 above.

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Address   http://www.dhfs.state.wi.us/em/ma_handbook/pdfs/afdc_related_unit.pdf

121%

Hints:
-   Spell your search criteria correctly.
-   Try to be specific with your search criteria.
-   There are some detailed searching syntax rules while using the search field. This is a little advanced, but it will help you find what you want faster.
-   If you don't find what you want, try using a synonym or similar term.
-   As a last resort, you can always go to the Appendix Table of Contents (the former pink sheets) and manually search the sections for what you want.

Search:

seek